



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

December 16, 2003

PPL No. 03-013

TO: All Local Educational Consortium (LECs) and
Local Governmental Agency (LGAs) Coordinators

SUBJECT: **NEW MAILING INSTRUCTIONS**

This Policy and Procedures Letter provides new mailing instructions for participants in the Medi-Cal Administrative Activities and Targeted Case Management programs.

Effective immediately, use the following address for **regular (NOT express) delivery of U.S. Postal Service mail (including certified mail):**

Name of Individual
California Department of Health Services
Medi-Cal Benefits Branch
(Specify program name, MAA or TCM)
MS 4603
P. O. Box 997413
Sacramento, CA 95899-7413

Example:
*Mr. David Merritt
Department of Health Services
Medi-Cal Benefits Branch
Targeted Case Management Program
MS 4603
P.O. Box 997413
Sacramento, CA 95899-7413*

For **express mail deliveries ONLY**, use the following:

Name of Individual
Department of Health Services
Medi-Cal Benefits Branch
(Specify program name, MAA or TCM)
MS 4603
1501 Capitol Avenue, Suite 71.4001
Sacramento, CA 95814

Example
*Ms. Constance Battle
Department of Health Services
Medi-Cal Benefits Branch
Medi-Cal Administrative Activities Program
MS 4603
1501 Capitol Avenue, Suite 71.4001
Sacramento, CA 95814*

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Labels for these addresses are available on the TCM website (www.dhs.ca.gov/tcm) at the bottom of the "Training Topics" page.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Local and Schools Services Unit, at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original Signed By

Mary Lamar-Wiley
Acting Chief
Medi-Cal Benefits Branch

cc: Ms. Susan Ruiz
Health Insurance Specialist
Centers for Medicare & Medicaid Services
75 Hawthorne Street, Fifth Floor
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant
Division of Medicaid and Children's Health
Centers for Medicare & Medicaid Services
801 I Street, Room 210
Sacramento, CA 95814

Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94109